

# **Arizona Government University**



Photo: Arizona Supreme Court

## **Course Catalog**

### **January - April 2004**

ARIZONA  
GOVERNMENT  
UNIVERSITY

JANUARY - APRIL

2004

COURSE CATALOG

eLearning available online

***WILEY CPA PREP***

***AFIS OVERVIEW/CONCEPTS***

***AFIS ACH PROCESSING CONTROL-D  
(American Clearing House)***

***AFIS BUDGET LOADING***

***AFIS TRAVEL***

***AFIS TRANSFERS***

***AFIS TRANSACTION ENTRY***

***AFIS DATA QUERY***

***AFIS INQUIRY & REPORTS***

***AFIS FIXED ASSETS ENTRY***

***AFIS FIXED ASSETS MAINTENANCE***

*Register at [www.azgu.gov](http://www.azgu.gov)*

Another Option

These eLearning courses can be taken at  
AzGU's Computer Lab at 100 N 15th Avenue, Suite 102  
If you have any questions, call Arizona Government University at  
602.542.6229 or 602.542.5604.



# Arizona Government University - January - April 2004 Course Catalog

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## Helpful Information

### Basic Regulatory Investigator Course (BRIC)

This course is designed specifically for Arizona Boards & Commissions and is intended for employees who have responsibilities to conduct civil investigations. The primary objective is to provide the basic investigative concepts, skills, and techniques related to investigative conduct, including the importance of staying within their legislated authorities, understanding the practical distinctions between external, civil administrative and criminal investigations and other related areas. Provides the basic information needed to conduct administrative or regulatory investigations within the authority of the Arizona Boards and Commissions. If you have responsibilities in this area, this might be the course for you.

### Facilitations

Have a need for a facilitation at your agency? We provide professional facilitators who lead teams through process improvement, issue resolution, and information needs analysis.

**Note: Minimal charges may apply.**

### Community College Credit

Thirty-three (33) courses offered by AzGU are available for college credit at all 10 community colleges statewide. If the class you are registering for has an AZG number, it is a college credit class.

### CPM Courses

The Certified Public Manager Program (CPM) is a nationally recognized management development program for public managers and supervisors. Over 20 states (including Arizona) and the federal government participate in the National CPM Consortium. The Consortium establishes accreditation requirements. This professional certification is designed to create thoughtful practitioners who apply useful managerial techniques to address public-sector challenges. The emphasis is on practical application.

Arizona Government University (AzGU) is now offering classes approved as feeder classes that will allow participants to transfer to Arizona State University (downtown campus) and complete the Certified Public Manager (CPM) Program.

## CPA CLASSES

For the State's Accounting Community!!! CPA review and CPE access online!!!!

Workforce Development is a critical component of AzGU. Employees can now access Wiley & Sons CPA review exam questions on line at no cost. This program includes over 2700 sample questions covering all parts of the CPA exam. AzGU has 10 licenses for this program, allowing 10 people at a time to login and practice. If there is high demand, more licenses will be purchased. Simply choose Wiley from the AzGU STARS system eCatalog or call our Registrar at 602.542.6229 or 602.542.5604.

In addition, any employee who has an accounting related job function and is taking the CPA exam can purchase Micro Mash CPA exam review for \$250. Some departments are considering covering this for their employees by using tuition reimbursement or other funds. This specific program is normally \$795. AzGU is working with the CFO's, the Comptroller and GAO to develop professional development policies.

AzGU is also working with strategic educational partners to develop online courses that count for the new "150 rule" for CPAs; "CGFM Certification" and an online version of the CPA review exam course.

### Mandated Leadership (Basic Supervision)

ARS §41-763 mandates that all supervisors and managers complete Personnel Management Leadership (Basic Supervision) training. These courses include: Styles of Supervision, Coaching Employees, Team Leadership and Development, Managing Employee Performance, Positive and Negative Employee Behavior and Ethical Issues in the Public Sector. Courses may have prerequisites, which must be taken prior to enrollment. These courses are also available for college credit. An exam is required for course completion. Please check pages 21 & 23 for dates and times.

#### Courses Required:

- AZG111 G Styles of Supervision
- AZG111 H Coaching Employees
- AZG112 A Team Leadership and Development
- AZG111 F Managing Employee Performance
- AZG112 B Positive and Negative Employee Behavior
- AZG100 A Ethical Issues in the Public Sector (if not previously taken)



## Registration Procedures & Cancellation Policy

You may register for classes in several ways:

- A. ELECTRONICALLY, at [www.azgu.gov](http://www.azgu.gov) (see Electronic Registration below)
- B. BY FAX, at 602.542.0462 (use attached form on page 30 of this booklet)
- C. BY TELEPHONE, at 602.542.6229 or 602.542.5604

All classes are subject to change.

\$75.00 will be assessed if the student does not attend and a cancellation is not made at least 2 working days prior to class. Contact the Registrar at 602.542.6229 or 602.542.5604 or fax your cancellation to 602.542.0462.

All classes begin promptly at the assigned hour.

### Electronic Registration

To register electronically, you will need your personal EIN (Employee Identification Number). Please call the Registrar's office to obtain your personal EIN number at 602.542.6229 or 602.542.5604.

You will receive a confirmation email or letter (by fax) that includes class date, time and location. Please review your confirmation letter carefully to verify proper location. All class dates, times, and locations can be found at the Arizona Government University web site: [www.azgu.gov](http://www.azgu.gov)

It is important to include your email address and your supervisor's email address for proper processing.

### Americans with Disabilities Act (ADA)

AzGU's Training Division complies with the provisions of Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act of 1990. To request special accommodations, please call 602.542.6229 or 602.542.5604.



## ARIZONA FINANCIAL INFORMATION SYSTEM (AFIS)

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### ADAFIS101 1.0 AFIS OVERVIEW

Contact Hours: 4

Introduces the Arizona Financial Information System (AFIS). This includes the core system, how the various modules relate to each other, the security and input/edit/update (IEU) features, the flexibility to customize the system to accommodate your agency needs, and the basic elements used in data entry.

**Prerequisites:** None

Beginning		Ending	Tuition
01/06/2004	08:00	01/06/2004 12:00	\$0
02/03/2004	08:00	02/03/2004 12:00	\$0
03/02/2004	08:00	03/02/2004 12:00	\$0
04/06/2004	08:00	04/06/2004 12:00	\$0

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### ADAFIS102 1.0 AFIS CONCEPTS

Contact Hours: 4

Teaches how to use basic accounting information (invoices, purchase orders, etc.) to prepare the data entry forms. Primary data elements are discussed in detail.

**Prerequisites:** ADAFIS101 1.0 AFIS OVERVIEW

Beginning		Ending	Tuition
01/06/2004	01:00	01/06/2004 05:00	\$0
02/03/2004	01:00	02/03/2004 05:00	\$0
03/02/2004	01:00	03/02/2004 05:00	\$0
04/06/2004	01:00	04/06/2004 05:00	\$0

**ADAFIS103 1.0 AFIS TRANSACTION ENTRY**

Contact Hours: 4

Participants learn how to navigate the Arizona Financial Information System (AFIS) by utilizing the "Link To", "Help" and "Interrupt" features. They will practice entering various types of transactions (encumbrance, claim and deposit) and learn how to release the batch for processing. The procedures for correcting errors, out-of-balance situations and adding transactions are also covered.

**Prerequisites:** ADAFIS101 1.0 AFIS OVERVIEW, ADAFIS102 1.0 AFIS CONCEPTS

Beginning	Ending	Tuition
01/08/2004 08:00	01/08/2004 12:00	\$0
02/05/2004 08:00	02/05/2004 12:00	\$0
03/04/2004 08:00	03/04/2004 12:00	\$0
04/08/2004 08:00	04/08/2004 12:00	\$0

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**ADAFIS104 1.0 AFIS TRAVEL**

Contact Hours: 4

Reviews the State of Arizona policy for In-State and Out-of-State travel. Prepare travel claims using sample receipts and travel data. Also, learn to edit and review sample travel claims for errors and problems prior to entering and releasing the transactions in AFIS. **This class is required to obtain authorization to release travel claims in AFIS.**

**Prerequisites:** ADAFIS101 1.0 AFIS OVERVIEW, ADAFIS102 1.0 AFIS CONCEPTS, ADAFIS103 1.0 AFIS TRANSACTION ENTRY

Beginning	Ending	Tuition
01/29/2004 08:00	01/29/2004 12:00	\$0
03/25/2004 08:00	03/25/2004 12:00	\$0

**ADAFIS105 1.0 AFIS AMERICAN CLEARING HOUSE (ACH - PROCESSING)**

Contact Hours: 4

Learn the steps of the payment cycle to process a direct deposit payment to a vendor. The ACH Authorization Form (completed by the vendor) is discussed with emphasis placed on the required information. Reviews the vendor screens to determine if a vendor is approved to receive direct deposit payments and the process for returns and reversals when errors have been detected. **This class is required to obtain authorization to process ACH transactions in AFIS.**

**Prerequisites: ADAFIS101 1.0 AFIS OVERVIEW, ADAFIS102 1.0 AFIS CONCEPTS, ADAFIS103 1.0 AFIS TRANSACTION ENTRY**

Beginning	Ending	Tuition
01/15/2004 08:00	01/15/2004 12:00	\$0
03/11/2004 08:00	03/11/2004 05:00	\$0

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**ADAFIS302 1.0 AFIS TRANSFERS**

Contact Hours: 4

Learn the uses of expenditure, revenue and operating transfer types to transfer cash to other State agencies. Make transfers between funds within an agency, and make corrections in AFIS. Learn the proper procedures for Automated transfers. **This class is required to obtain authorization to release transfers in AFIS.**

**Prerequisites: ADAFIS101 1.0 AFIS OVERVIEW, ADAFIS102 1.0 AFIS CONCEPTS, ADAFIS103 1.0 AFIS TRANSACTION ENTRY**

Beginning	Ending	Tuition
01/22/2004 08:00	01/22/2004 12:00	\$0
03/18/2004 08:00	03/18/2004 12:00	\$0

**ADAFIS304 1.0 AFIS INQUIRY & REPORTS**

Contact Hours: 4

Learn the various on-line screens of AFIS and how they can be used to review financial information. Practice the features to view information under various combinations (current year, prior year, current month, year-to-date, etc.). Learn how to request and interpret the various reports.

**Prerequisites:** ADAFIS101 1.0 AFIS OVERVIEW, ADAFIS102 1.0 AFIS CONCEPTS, ADAFIS103 1.0 AFIS TRANSACTION ENTRY

Beginning	Ending	Tuition
02/19/2004 08:00	02/19/2004 12:00	\$0
04/22/2004 08:00	04/22/2004 12:00	\$0

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**ADAFIS305 1.0 AFIS FIXED ASSETS ENTRY**

Contact Hours: 4

Enter descriptive and financial information on fixed assets purchased through the claims process. Learn how to record repairs and maintenance to previous records and use the fixed assets subsystem to maintain information about inventory items. Learn the methods used to record assets received through gifts and donations.

**Prerequisites:** ADAFIS101 1.0 AFIS OVERVIEW, ADAFIS102 1.0 AFIS CONCEPTS, ADAFIS103 1.0 AFIS TRANSACTION ENTRY

Beginning	Ending	Tuition
01/27/2004 08:00	01/27/2004 12:00	\$0
03/23/2004 08:00	03/23/2004 12:00	\$0

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**ADAFIS400 1.0 AFIS/HRMS CONTROL D**

Contact Hours: 4

Control-D is the application used to maintain the reports issued from AFIS and HRMS. Learn how to navigate through this system to view and print reports. Reviews the retention period of archived reports as well as the process to request re-activation of archived reports.

**Prerequisites:** None

Beginning	Ending	Tuition
02/12/2004 08:00	02/12/2004 12:00	\$0
04/15/2004 08:00	04/15/2004 12:00	\$0



**ADAFIS402 1.0 AFIS DATA QUERY**

Contact Hours: 4

Explore the Guide Mode feature to create a data query from the beginning. Utilize the edit features to make changes to existing queries, and review each of the major components of a Data Query (table criteria, sort and print). Learn some advanced features to Data Query such as the Dialog feature, creating a report from two tables, and calculating data. **This class is required to obtain access to the Data Query application.**

**Prerequisites:** ADAFIS101 1.0 AFIS OVERVIEW, ADAFIS102 1.0 AFIS CONCEPTS, ADAFIS103 1.0 AFIS TRANSACTION ENTRY, ADAFIS304 1.0 AFIS INQUIRY & REPORTS

Beginning	Ending	Tuition
02/26/2004 08:00	02/26/2004 12:00	\$0
04/27/2004 08:00	04/27/2004 12:00	\$0

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**ADAFIS403 1.0 FIXED ASSETS MAINTENANCE**

Contact Hours: 4

Reviews how to maintain and update fixed asset records for such items as asset disposals, movement of assets between locations, recording depreciation, and available reports. Discuss the process used to reconcile fixed asset records.

**Prerequisites:** ADAFIS101 1.0 AFIS OVERVIEW, ADAFIS102 1.0 AFIS CONCEPTS, ADAFIS103 1.0 AFIS TRANSACTION ENTRY, ADAFIS305 1.0 AFIS FIXED ASSETS ENTRY

Beginning	Ending	Tuition
02/10/2004 08:00	02/10/2004 12:00	\$0
04/13/2004 08:00	04/13/2004 12:00	\$0

**ADAFIS404 1.0 AFIS VENDOR SETUP**

Contact Hours: 4

Learn the proper procedures for establishing new vendors; updating vendor information and submitting completed forms to the General Accounting Office (GAO) for entry into AFIS. The focus is on statewide uniformity and consistency in completing and submitting vendor forms, as well as ensuring the information is accurate.

**Prerequisites:** None

Beginning		Ending		Tuition
01/20/2004	08:00	01/20/2004	12:00	\$0
03/16/2004	08:00	03/16/2004	12:00	\$0

## EMPLOYEE DEVELOPMENT

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### ADDISC101 1.0 DISC PERSONAL DEVELOPMENT PROFILE

Contact Hours: 4

Ever wonder why those you work around do things the way they do? Perhaps the DiSC can help. While not a psychology course, this class can provide insight into your work behavior and the behavior of others. If you know how your supervisor "prefers" things you can be more successful by providing information the way he/she wants it.

**Prerequisites:** None

Beginning	Ending	Tuition
03/22/2004 08:00	03/22/2004 12:00	\$0

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### ADORI100 1.0 NEW EMPLOYEE ORIENTATION

Contact Hours: 4

Know your responsibilities as public employees, your rights as provided by the Merit System, your role in the Performance Appraisal for State Employees (PASE), and the Grievance and Discipline processes? Get that and more. (Required for all employees with less than one year in State Service, and beneficial for those who want or need an "update.") Ideally, new employees should attend during their first week of employment.

**Prerequisites:** None

Beginning	Ending	Tuition
01/08/2004 01:00	01/08/2004 05:00	\$0
02/05/2004 08:00	02/05/2004 12:00	\$0
03/04/2004 08:00	03/04/2004 12:00	\$0
03/10/2004 01:00	03/10/2004 05:00	\$0
04/08/2004 08:00	04/08/2004 12:00	\$0

**AZG100A 1.0 ETHICAL ISSUES IN THE PUBLIC SECTOR**

Contact Hours: 8

A.R.S. § 38-591 and 39-592 mandate all state employees take this course within six months of their date of hire. Basic ethical philosophies including ethics, integrity, professionalism, and public trust. Examination of differences in perceptions of ethical behavior. Overview of the "Value Profile," how it is formulated, and how values change. Covers the fourteen ethical standards specifically required for state employees and how to prevent impropriety in the public eye. Also includes causes for dismissal or discipline. Specific State of Arizona rules, laws and policies pertaining to ethical behavior and the proper action expected of an Arizona State Employee when faced with ethical dilemmas in government employment.

**Prerequisites: None**

Beginning		Ending	Tuition
01/23/2004	08:00	01/23/2004 05:00	\$0
02/02/2004	08:00	02/02/2004 05:00	\$0
03/11/2004	08:00	03/11/2004 05:00	\$0
03/18/2004	08:00	03/18/2004 05:00	\$0
04/19/2004	08:00	04/19/2004 05:00	\$0
04/27/2004	08:00	04/27/2004 05:00	\$0

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**AZG100B 1.0 DIVERSITY**

Contact Hours: 8

Examine cultural differences among race and ethnic backgrounds and explore the different dimensions of agency culture. Examine ways to develop positive interaction within the various dimensions, including awareness and appreciation of the cultural styles and values of different groups of people as well as cross-cultural communication. Also includes ways to manage diversity to strengthen an organization and enhance its competitive edge.

**Prerequisites: None**

Beginning		Ending	Tuition
03/17/2004	08:00	03/17/2004 05:00	\$0



**AZG100C 1.0 EMPLOYMENT LAW IN STATE GOVERNMENT I - ADA/FMLA**

Contact Hours: 4

This course gives an overview of the Americans with Disabilities Act (ADA) and the Family Medical Leave Act (FMLA). Responsibilities of state employees to comply with these laws and to ensure others comply. Covers the procedures for responding to both employee and customer accommodation requests. Under no circumstances should the contents of this course be used or cited as authority for setting or sustaining a legal position.

**Prerequisites:** None

**Beginning**  
04/14/2004 08:00

**Ending**  
04/14/2004 12:00

**Tuition**  
\$0

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**AZG100D 1.0 EMPLOYMENT LAW IN STATE GOVERNMENT II - EEO/AA**

Contact Hours: 4

Overview of biased and prejudicial behavior, and how it affects an organization. Examination of Equal Employment Opportunity (EEO) and Affirmative Action (AA) laws. Addresses the legal meaning of these laws as well as the roles and responsibilities of supervisors, managers and employees to comply with the laws and state policies. Under no circumstances should the contents of this course be used or cited as authority for setting or sustaining a legal position.

**Prerequisites:** AZG100C 1.0 EMPLOYMENT LAW IN STATE GOVERNMENT I (ADA/FMLA)

**Beginning**  
04/21/2004 08:00

**Ending**  
04/21/2004 12:00

**Tuition**  
\$0

**AZG100E 1.0 PREVENTING SEXUAL HARASSMENT**

Contact Hours: 4

Do you know legal criteria for sexual harassment and the types of behavior that meet the legal criteria for sexual harassment? Learn them now. Included are possible strategies/responses employees can use to respond to and discourage the non-acceptable actions, behaviors, or communication of others. Includes state agency sexual harassment policies and guidelines. Learn the process for filing a sexual harassment complaint, and a general employee grievance, as well as options and resources available to employees when filing a complaint of sexual harassment. Also, included is a discussion regarding the "Equal Employment Opportunity Commission Charge Process."

**Prerequisites: None**

Beginning		Ending	Tuition
01/28/2004	08:00	01/28/2004 12:00	\$0
02/23/2004	08:00	02/23/2004 12:00	\$0
03/12/2004	08:00	03/12/2004 12:00	\$0
03/31/2004	08:00	03/31/2004 12:00	\$0
04/12/2004	08:00	04/12/2004 12:00	\$0

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**AZG100F 1.0 WORKPLACE VIOLENCE**

Contact Hours: 4

Domestic and workplace violence awareness, prevention, and reporting procedures. Includes sources of workplace violence incidents, and economic impact of workplace violence. Examine violent behavior including reasons people are violent, warning signs of potentially violent individuals, and violence prevention strategies. Covers what to do when confronted by any angry or hostile person, or person with a weapon. Also covers bomb threats, safe rooms, and personal protection.

**Prerequisites: None**

Beginning		Ending	Tuition
04/28/2004	08:00	04/28/2004 12:00	\$0

**AZG101D 1.0 STRESS MANAGEMENT**

Contact Hours: 8

A discussion of stress and its effects on the body to include both positive and negative stress. This class also includes relaxation techniques used to manage stress. Please note: The class is strictly on stress reduction and not on counseling or psychotherapy.

**Prerequisites: None**

Beginning	Ending	Tuition
02/25/2004 08:00	02/25/2004 05:00	\$0

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**AZG111B 1.0 SELECTION INTERVIEWING**

Contact Hours: 16

Overview of interviewing issues related to the hiring process. Includes the strategic importance and partnership of selection and placement, perspective of applicants, overview of the selection process, techniques for assessing job applicants, guidelines and standards for selection, placement, and illegal discrimination.

**Prerequisites: None**

Beginning	Ending	Tuition
03/03/2004 08:00	03/04/2004 05:00	\$0

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**AZG111C 1.0 CAREER SKILLS**

Contact Hours: 4

Consider the importance of personal and career planning and assessing talents. Includes working and communication styles, inventory of skills, importance of accomplishments, professional assets and liabilities, and researching opportunities within the organization.

**Prerequisites: None**

Beginning	Ending	Tuition
04/26/2004 08:00	04/26/2004 12:00	\$0

**AZG111D 1.0 CUSTOMER SERVICE**

Contact Hours: 8

A sign in a pizza parlor reads "You may make pizza all day long, but the customer only eats one." Quite a reminder. Learn the skills necessary to develop and deliver top-notch customer service. Discover the magic of empowering employees as problem solvers. Learn how to handle difficult customers and determine customer requirements.

**Prerequisites: None**

Beginning	Ending	Tuition
03/08/2004 08:00	03/08/2004 05:00	\$0

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**AZG112C 1.0 RESOLVING CONFLICTS AND PROBLEMS**

Contact Hours: 16

Discover the causes of the various types of conflict within an organization. Explore effective methods for analyzing conflict and outline an empowerment process for resolving issues, including evaluation and feedback. Learn to use an inventory to identify preferred strategy and offer alternative dispute resolution options for handling conflict.

**Prerequisites: None**

Beginning	Ending	Tuition
03/31/2004 08:00	04/01/2004 05:00	\$0

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**AZG112D 1.0 TIME MANAGEMENT**

Contact Hours: 8

Examine the importance of time and its peculiar nature. Learn ways individuals waste time and identify those "wasters" significant to their respective job. Build awareness of lost-time practices, situations, and remedies to those practices, making them more efficient on the job.

**Prerequisites: None**

Beginning	Ending	Tuition
02/19/2004 08:00	02/19/2004 05:00	\$0



**AZG112E 1.0 PROJECT MANAGEMENT**

Contact Hours: 16

An introduction to the basic principles and practices of project management. Learn how to define and organize a project; plan a project using WBS, Gantt Charts, and Network Diagrams; implement and control the successful completion of a project; and how to effectively complete and evaluate a project.

**Prerequisites: None**

**Beginning**  
**03/24/2004 08:00**

**Ending**  
**03/25/2004 05:00**

**Tuition**  
**\$0**

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**LDP404 1.0 INTRODUCTION TO PUBLIC SPEAKING**

Contact Hours: 8

Wonder why you're not being heard? This class will provide you the basic concepts to assist in communicating your ideas, suggestions or points of view while participating in meetings, general discussions or presenting information to staff or the general public. You will learn how to prepare and organize a speech or presentation, how to respond to challenges and questions and how to avoid stammering. You will actually experience public speaking in a safe, friendly and encouraging environment. **PLEASE BRING A BLANK VIDEOTAPE WITH YOU TO CLASS.**

**Prerequisites: None**

**Beginning**  
**03/10/2004 08:00**

**Ending**  
**03/10/2004 05:00**

**Tuition**  
**\$0**

## LEADERSHIP (BASIC SUPERVISION)

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### AZG111F 1.0 MANAGING EMPLOYEE PERFORMANCE

Contact Hours: 8

Coaching is a tool to enhance performance. This class defines the process to establish an employee performance plan and conduct employee performance evaluations. Learn to give feedback throughout the rating period and techniques for an effective employee performance planning appraisal session. Discover the importance of complete documentation according to agency requirements.

**Prerequisites:** AZG111G 1.0 STYLES OF SUPERVISION

Beginning		Ending	Tuition
01/22/2004	08:00	01/22/2004 05:00	\$0
02/12/2004	01:00	02/12/2004 05:00	\$0
02/13/2004	08:00	02/13/2004 12:00	\$0
02/24/2004	08:00	02/24/2004 05:00	\$0
03/23/2004	08:00	03/23/2004 05:00	\$0
04/08/2004	08:00	04/08/2004 05:00	\$0
04/22/2004	08:00	04/22/2004 05:00	\$0

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### AZG111G 1.0 STYLES OF SUPERVISION

Contact Hours: 8

So now you're a supervisor. How will you act? What's the best way to get your subordinates to follow your direction? When you copy the supervisory styles of others, why doesn't that work for you? Get the answers to these questions and more.

**Prerequisites:** None

Beginning		Ending	Tuition
01/06/2004	08:00	01/06/2004 05:00	\$0
02/03/2004	08:00	02/03/2004 05:00	\$0
02/09/2004	01:00	02/09/2004 05:00	\$0
02/10/2004	08:00	02/10/2004 12:00	\$0
03/02/2004	08:00	03/02/2004 05:00	\$0
04/05/2004	08:00	04/05/2004 05:00	\$0
04/13/2004	08:00	04/13/2004 05:00	\$0

**AZG111H 1.0 COACHING EMPLOYEES**

Contact Hours: 8

To learn a sport requires a good coach to teach the fundamentals. The job is not a game, or is it? Learn techniques to help develop your employees into all-stars.

**Prerequisites:** AZG111G 1.0 STYLES OF SUPERVISION

Beginning		Ending		Tuition
01/13/2004	08:00	01/13/2004	05:00	\$0
02/05/2004	08:00	02/05/2004	05:00	\$0
02/10/2004	01:00	02/10/2004	05:00	\$0
02/11/2004	08:00	02/11/2004	12:00	\$0
03/09/2004	08:00	03/09/2004	05:00	\$0
04/06/2004	08:00	04/06/2004	05:00	\$0
04/15/2004	08:00	04/15/2004	05:00	\$0

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**AZG112A 1.0 TEAM LEADERSHIP & DEVELOPMENT**

Contact Hours: 8

"The Diamondbacks win the World Series." Learn these techniques to help you team develop "world champion" qualities. Capture goal setting, motivation, team communication and more.

**Prerequisites:** AZG111G 1.0 STYLES OF SUPERVISION

Beginning		Ending		Tuition
01/15/2004	08:00	01/15/2004	05:00	\$0
02/18/2004	08:00	02/18/2004	05:00	\$0
03/16/2004	08:00	03/16/2004	05:00	\$0
04/07/2004	08:00	04/07/2004	05:00	\$0
04/20/2004	08:00	04/20/2004	05:00	\$0

**AZG112B 1.0 POSITIVE AND NEGATIVE EMPLOYEE BEHAVIOR**

Contact Hours: 8

Gone are the days when "supervision by intimidation" was a viable management technique. Today's employees require their supervisors to correct their errors, let them know when they've done wrong **And** reinforce them through empowerment. Learn techniques to get the most from your employees.

**Prerequisites:** AZG111G 1.0 STYLES OF SUPERVISION

Beginning		Ending	Tuition
01/27/2004	08:00	01/27/2004 05:00	\$0
02/11/2004	01:00	02/11/2004 05:00	\$0
02/12/2004	08:00	02/12/2004 12:00	\$0
02/26/2004	08:00	02/26/2004 05:00	\$0
03/30/2004	08:00	03/30/2004 05:00	\$0
04/09/2004	08:00	04/09/2004 05:00	\$0
04/29/2004	08:00	04/29/2004 05:00	\$0



## OTHER COURSE DESCRIPTIONS

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### ADGAO100 1.0 GAO TRAVEL POLICY

Contact Hours: 4

Going somewhere? Know the policy? Know how to get reimbursed? Learn the Travel Policy and its relationship to the travel claim form. Tips will be provided for travel reimbursement.

**Prerequisites:** None

Beginning	Ending	Tuition
01/13/2004 08:00	01/13/2004 12:00	\$0
02/24/2004 08:00	02/24/2004 12:00	\$0
03/09/2004 08:00	03/09/2004 12:00	\$0
04/20/2004 08:00	04/20/2004 12:00	\$0

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### ADOML100 1.0 OPEN MEETING LAW

Contact Hours: 4

This class will focus on the basic requirements of the Open Meeting Law, including both Public and Executive Sessions. Special emphasis will be placed on Agenda Writing and Notice Requirements. This class is taught by a representative of the Arizona Attorney General's Office.

**Prerequisites:** None

Beginning	Ending	Tuition
03/02/2004 08:30	03/02/2004 12:00	\$0

**ADSTR101 1.0 STARS Training - Introductory**

Contact Hours: 4

Recommended for any STARS user and especially those with Security Level 3 and higher. Intended for Training Coordinators and Agency Training Facilitators, the primary objective is to provide basic concepts, techniques and navigational instruction of the Statewide Training And Registration System (STARS).

**Prerequisites:** None

Beginning		Ending	Tuition
01/08/2004	09:00	01/08/2004 01:00	\$0
01/22/2004	09:00	01/22/2004 01:00	\$0
02/12/2004	09:00	02/12/2004 01:00	\$0
03/04/2004	09:00	03/04/2004 01:00	\$0
03/18/2004	09:00	03/18/2004 01:00	\$0
04/15/2004	09:00	04/15/2004 01:00	\$0

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**INV1010 1.0 BASIC REGULATORY INVESTIGATOR COURSE - BRIC**

Contact Hours: 48

Do you need to conduct regulatory investigations? The primary objective is to provide the basic investigative concepts, skills, and techniques related to investigative conduct, including the importance of staying within legislated authorities, understanding the practical distinctions between external, civil administrative and criminal investigations. Provides the basic information needed to conduct administrative or regulatory investigations within the authority of the Arizona Boards and Commissions.

**Prerequisites:** None

Beginning		Ending	Tuition
01/07/2004	08:00	02/11/2004 05:00	\$250

## PUBLIC PROCUREMENT

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### ADAZSPO101 1.0 CERTIFICATE IN PUBLIC PROCUREMENT

Contact Hours: 8

This one-day class provides procurement customers (end-users), and procurement professionals with a fundamental understanding of, and a common lexicon for public procurement. It focuses on the laws and regulations that govern public procurement practices in Arizona and explains the various procurement methods available. The primary focus is to demystify public procurement and to serve as the basis for advanced Arizona State Procurement Institute classes. The target audience is everyone who develops, uses, or is affected by public buying or contracting in Arizona, including anyone with purchasing authority for an agency, those who supervise purchasing activities, end-users (customers of procurement practitioners) and program, auditing and accounting personnel. Completion for certification requires a passing grade on a written examination at the close of each class. This course is the prerequisite for all other State Procurement Institute offerings, with the exception of the "Doing Business with the State" series.

ARIZONA STATE PROCUREMENT INSTITUTE (ASPI) CLASSES ARE SUBJECT TO A \$100 CHARGE PER STUDENT, PER CLASS, PER DAY OR PARTIAL DAY, PLEASE CHECK WITH THE PROCUREMENT OFFICE AT 602.542.9131 FOR MORE INFORMATION.

**Prerequisites:** None

Beginning		Ending	Tuition
01/09/2004	08:30	01/09/2004 04:30	\$100
02/13/2004	08:30	02/13/2004 04:30	\$100
03/12/2004	08:30	03/12/2004 04:30	\$100
04/02/2004	08:30	04/02/2004 04:30	\$100

**ADAZSPO201 1.0 FOUNDATION CERTIFICATE IN PUBLIC PROCUREMENT**

Contact Hours: 8

A one-day course that provides a basic understanding of the principles and skills needed to conduct informal solicitations (purchases under \$35,000) in compliance with the Arizona Procurement Code. This competency-based course covers fundamental processes and techniques to enhance the professional development in the field of public procurement. Completion of this Foundation Course is required of procurement professionals in Arizona state agencies with delegation authority.

**Prerequisites: None**

Beginning	Ending	Tuition
01/23/2004 08:30	01/23/2004 04:30	\$100
02/27/2004 08:30	02/27/2004 04:30	\$100
03/25/2004 08:30	03/25/2004 04:30	\$100
04/16/2004 08:30	04/16/2004 04:30	\$100

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**ADAZSPO301 1.0 JOURNEY CERTIFICATE IN PUBLIC PROCUREMENT**

Contact Hours: 16

A challenging two-day course covering advanced governmental procurement techniques. The class addresses such topics as determining the best vendor selection technique for a solicitation, acquisition planning and value analysis. The course also provides an overview of terms and conditions, and provides an introduction to the Uniform Commercial Code. The target audience is career path procurement officials.

**Prerequisites: None**

Beginning	Ending	Tuition
01/29/2004 08:30	01/30/2004 04:30	\$200
04/22/2004 08:30	04/23/2004 04:30	\$200



**ADAZSPO401 1.0 PROFESSIONAL CERTIFICATE IN PUBLIC PROCUREMENT**

Contact Hours: 16

This class focuses on the management and administration aspects of governmental procurement. The academic topics covered in this course include; privatization programs; contract performance and procurement benchmarking; protests and claims; dispute resolution; negotiations; and supervision of procurement practitioners. Completion for certification requires a passing grade on a written examination at the close of each class.

**Prerequisites:** None

**Beginning**  
02/05/2004 08:30

**Ending**  
02/06/2004 04:30

**Tuition**  
\$200

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**ADAZSPO505 1.0 CONTRACTING FOR SERVICES IN PUBLIC PROCUREMENT**

Contact Hours: 16

Contracting for Services in Public Procurement is a two-day workshop on the special consideration for services contracting. The class explores the advanced procurement methods available to governmental procurement practitioners and focuses on preparing a request for proposal, including writing a scope of work, designing a pricing structure, determining required Offer or qualifications and selecting evaluation criteria. Participants gain an understanding of service contracting evaluation. Including the evaluation committee. The overall process, evaluation documentation, negotiation and best-and-final offers, contract award and vendor debriefing. This class also introduces aspect of contract monitoring and administration, such as contract amendments, extensions and breaches.

**Prerequisites:** None

**Beginning**  
03/04/2004 08:30

**Ending**  
03/05/2004 04:30

**Tuition**  
\$200

**ADAZSPO510 1.0 SPECIFICATION WRITING FOR PUBLIC PROCUREMENT**

Contact Hours: 8

This competency-based, one-day workshop approaches the responsibility for communication among the end-user, the procurement professional and the vendor from a technical writing perspective. Participants learn about tools and methods to avoid ambiguity, enhance clarity and increase credibility in their descriptions of services and commodities.

**Prerequisites:** None

**Beginning**  
**03/18/2004 08:30**

**Ending**  
**03/18/2004 04:30**

**Tuition**  
**\$100**

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**ADAZSPO515 1.0 NEGOTIATIONS IN PUBLIC PROCUREMENT**

Contact Hours: 8

Negotiations in Public Procurement - AzSPO 515 is designed to instruct and help prepare the Procurement professional in the increasingly important role of contract negotiations. This one-day course includes a review of the goals and guiding principles for negotiations and analysis of the negotiation process. The negotiation process stresses pre-negotiation planning, developing approaches, agendas, discussions, styles, and strategies. Additionally, an overview is presented on the state procurement code and negotiations. There will be a role-playing exercise to help the students assimilate the various class components. This course is recommended for procurement practitioners and responsible parties who are involved in conducting evaluations/negotiations as part of their assigned duties. Prerequisites: Certificate in Public Procurement - AzSPO 101, Foundations in Public Procurement - AzSPO 201, Journey Certificate in Public Procurement - AzSPO 301, and Contracting for Services in Public Procurement - AzSPO 505. The cost of this course is \$100.00.

**Prerequisites:** None

**Beginning**  
**03/26/2004 08:30**

**Ending**  
**03/26/2004 04:30**

**Tuition**  
**\$100**



# ARIZONA GOVERNMENT UNIVERSITY

100 N. 15<sup>th</sup> Avenue #102  
Phoenix, AZ 85007  
602.542.6229 or 602.542.5604  
Fax 602.542.0462

## REGISTRATION APPLICATION

Enrollment in the class(es) listed below is contingent upon availability and supervisor's approval. If a requested class is unavailable, placement will be made in the next available class. **Deadline for enrollment is 2 working days prior to the class.**

Send only one registration form per person.

Refer to the Arizona Government University website: <http://www.azgu.gov> or the Course Catalog for prerequisites.

Please provide cancellations in writing or by fax, two working days prior to class.

*To register for a class, please PRINT information in the spaces below.*

1. EIN (Employee Identification Number)	2. NAME (Last, First MI)
3. Agency/Division	4. ADDRESS (Street, City, State, Zip Code)
5. Phone Number      Ext.	6. FAX

Please enter the class name, and class date in the indicated spaces for each class you want to attend. If you are registering for a class that requires completion of a prerequisite course, please enter the date of completion.

CLASS DATE	CLASS NAME

*Please list any ADA accommodations you may require*

Student Signature / Date	Student Email Address <b><u>REQUIRED</u></b>
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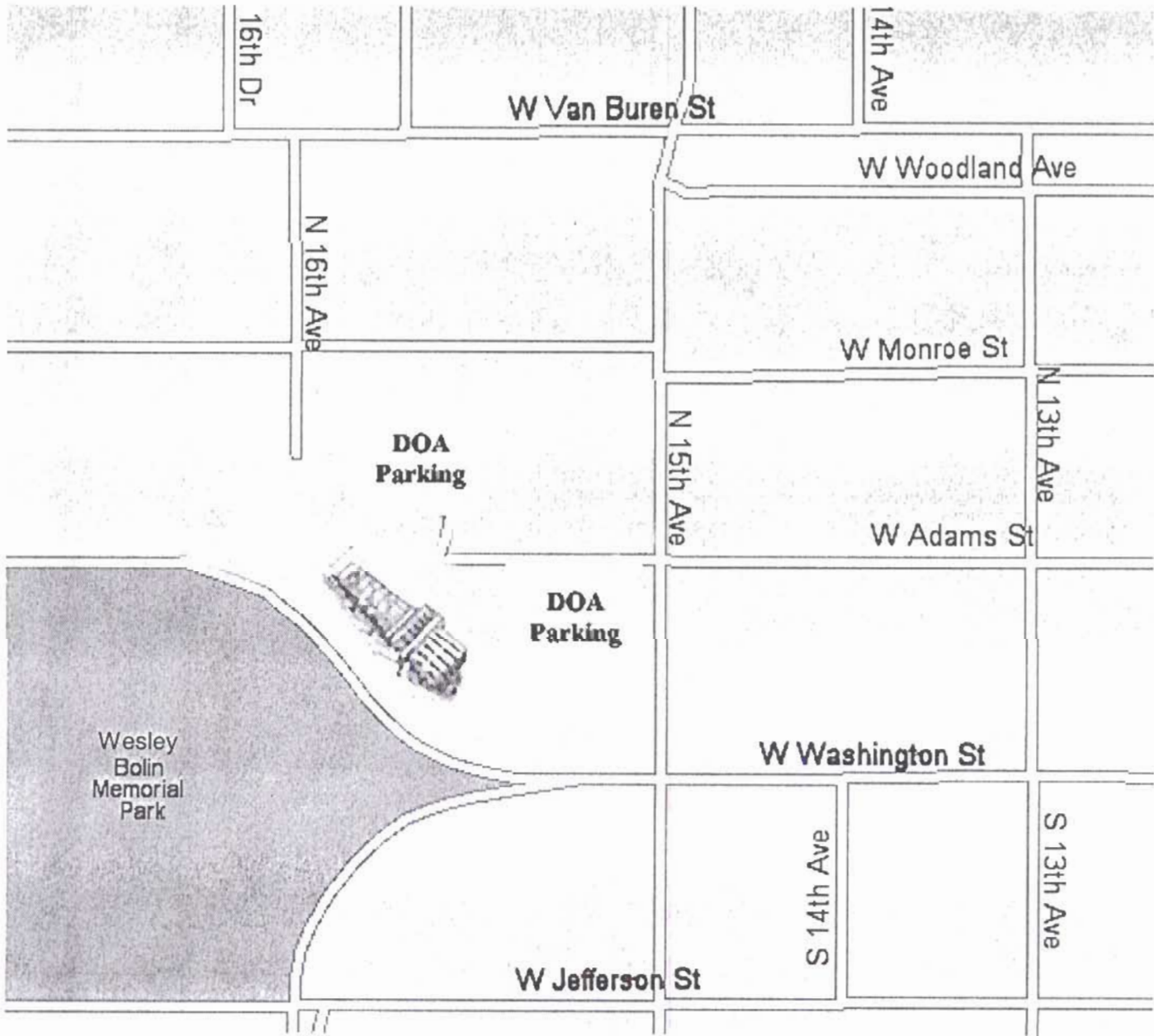
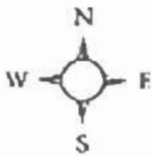
Supervisor's Name* (PRINT)	Supervisor's Signature / Date
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*\*I authorize the above named person to attend the requested class(es)*



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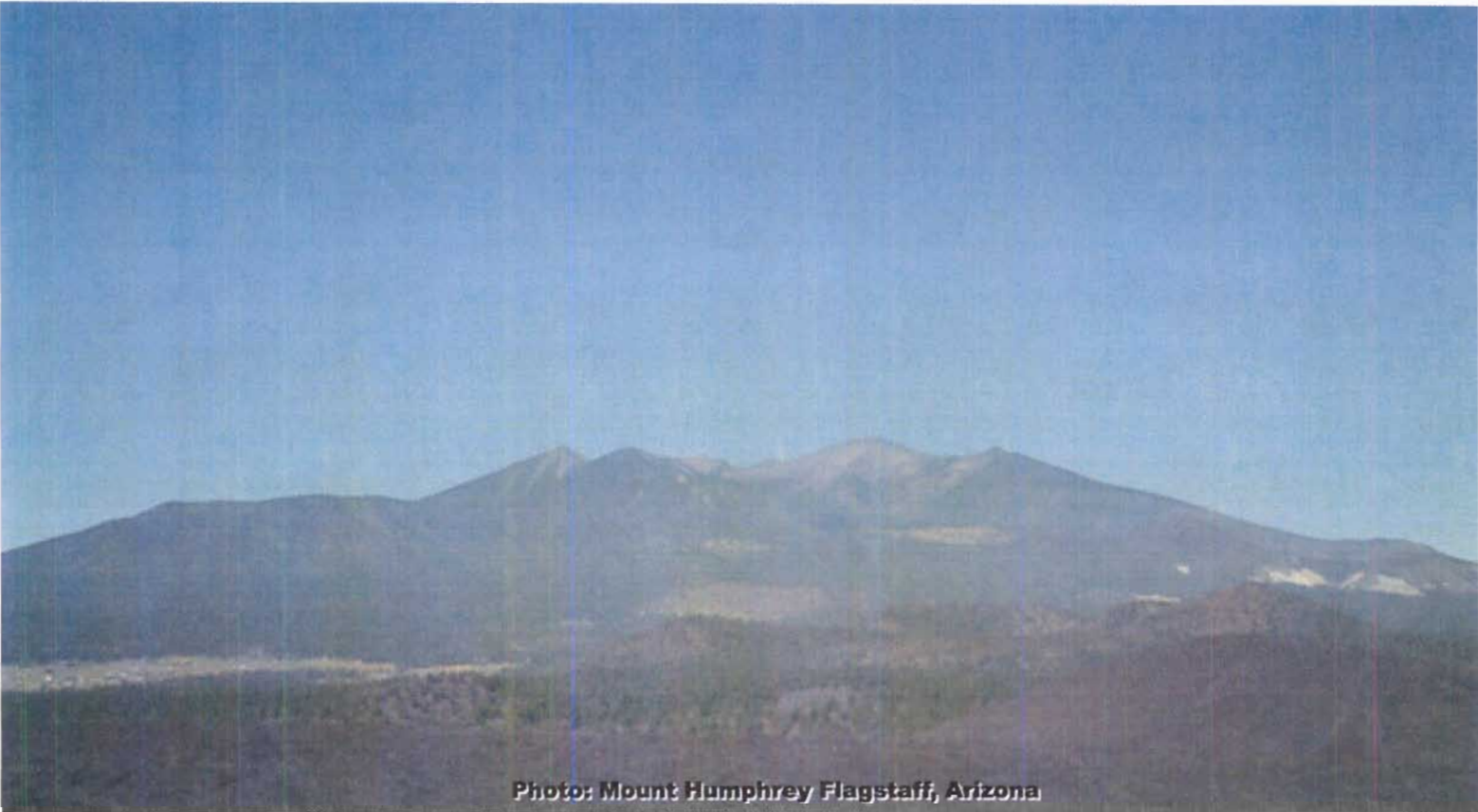


Photo: Mount Humphrey Flagstaff, Arizona